

EXPO PORTUGAL PRINT PACKAGING AND LABELLING 2019
INTERNATIONAL FAIR OF LISBON - PAVILHÃO 4
14 - 16 February 2019

Regulation

1. Designation, periodicity, location, dates and time

1.1. Event designation: Portugal Print Packaging & Labelling.

1.2. It will take place from 14 to 16 February 2019.

1.3. The event Portugal Print Packaging & Labelling will take place in Lisbon on pavilhão 4 of the FIL - International fair of Lisbon.

1.4. The event shall follow this timetable:

- i. Assembly period: 11 - 13 February, from 8:00 to 20:00.
- ii. Opening hours during exhibition days: 14 - 16 February, from 10:00 to 19:00.
- iii. Disassembly period: 16 February, from 19:00 to 0:00, and 17 February, from 8:00 to 20:00.
- iv. During the exhibition days, the exhibitors may access the exhibition area one hour before public opening.
- v. For safety reasons, the exhibitors are not allowed to leave their stands until all visitors leave the premises.

2. Register, admission and location

2.1. The requests to participate are formalised by:

- i) Filling out the Participation Conditions document, which shall be stamped and signed by the person in charge of the exhibiting company.
- ii) Issuance of the respective invoice for the event.
- iii) With receipt paid in full.

Only by fulfilling these 3 conditions the exhibitor participation shall be considered confirmed. The existence of any outstanding liabilities regarding previous events shall not be deemed valid for the exhibitor participation in any other event organised by Profair.

2.2. From the moment of registering on, the exhibitor undertakes to, for all due effects and on his own behalf or in the company's behalf which he/she represents, to be in full compliance with all conditions and terms set forth in this Dossier and with his/her Participation Conditions document.

2.3. The stand location in previous editions does not mean the event organisation is obliged to assign the same location in the next events.

3. Participation fees and cancellation

3.1. The applicable fees for participating in the Portugal Print Packaging & Labelling are the costs set forth in the Participation Conditions document.

3.2. In the case the exhibitor cancels his/her participation in the event, the following fees shall be charged, regardless of the area being utilised or not:

- i) If the cancellation notice is given up to 60 days before the initial date of assembly period for the event - the charged fees shall be the costs related to the initial instalments defined in Article 3.2 (30% of the total value of contract).
- ii) If the cancellation notice is given before 60 days of the initial date of assembly period for the event - the charged fees for the participation shall be paid in full.

4. Exhibited products

4.1. It is not allowed to present or distribute products which may cause damages or harm other exhibitors or visitors, as well as damage the floor and/or the structure of the building.

4.2. The exhibited products are not allowed to carry its respective price tag.

4.3. The exhibited products shall not be removed from the stands during the days of the event, except in extraordinary circumstances, which shall be granted by Profair in written form.

4.4. Exhibitors may accept orders or enter into contracts relating to their activity, but direct sales to the public with immediate delivery of the exhibited items are not allowed. Only the express written permission of Profair may change the provisions of this article.

5. Stands assembly/disassembly

5.1. The works of assembly and decoration of stands can only start after the presentation of all the documentation required by the company in charge of the assembly of stands or exhibitor, such as follows:

- i) presentation of the assembly project, which shall be previously approved by both Profair and FIL.
- ii) civil and professional liability insurance with a coverage of 250,000.00 € which covers all damages caused to the premises or to third parties and possible damages caused by the suspension of FIL's activities
- iii) certification of the carpet - M3 class.
- iv) identification of all the assembly team and the person in charge of the assembly of the stand.

5.2. Profair refuses all and any liabilities arising from delays caused by non-compliance with the aforementioned points.

5.3. In case of violation of the regulatory norms on the assembly and decoration of stands and/or of technical nature, FIL considers itself authorised to carry out the necessary

procedures to its regularisation, which can go as far as completely closing the stand and interrupting its operations. The associated fees shall be charged and must be paid in full by the exhibitor.

5.4. Profair reserves the right to place general display panels or any elements to promote the event in the places it understands fit, and the exhibitors cannot remove them or have them covered.

5.5. The timetable for the assembly and disassembly periods are the ones set forth in this dossier and in the Participation Conditions document. Any work performed outside the aforementioned timetable must be authorised by FIL and Profair, and the associated extension fee shall be payable in this case. The cost of this extension fee shall be explained in the Service Request Form which will be sent to all exhibitors.

5.6. FIL and Profair declines any liabilities arising from the construction of stands and structures which are built directly by the exhibitors.

5.7. It is strictly forbidden to load and unload stands and exhibition equipment in the corridors located in the outer gates, so as not to obstruct the movement of forklifts, platforms and other equipment.

6. Size, stand layout and technical standards

6.1. The basic characteristic of the spaces utilised is a modulation type of 9 m² (3.00 x 3.00 m). Each stand may occupy one module or multiples of this. Other participation modalities are also possible, following special conditions which shall be previously agreed upon.

6.2. Assigned spaces do not have pallets, carpet or partition walls.

6.3. In the assembly and decoration of their stands, exhibitors must strictly observe the following rules:

- i) Every stand must have a 3 m height.
- ii) All stands that use raised flooring - 7 cm or above - must have an access ramp for visitors with reduced mobility.
- iii) The electrical installation of stands shall be the responsibility of each exhibitor and must follow the "General Regulation of Safety of Low Voltage Electrical Installations", and should have, in particular, general cut-off switches of the differential type and ground wire for protection. The work shall be performed by professionals dully certified by DGE (General Board of Energy) or by the Electricians Union.
- iv) FIL installations, such as fire hydrants, fire extinguishers, loudspeakers, general warning signals, CCTV's and fire detectors must be strictly adhered to.

6.5. At FIL's premises, it is only allowed to use a fireproof carpet, fire resistance class M3 - the certification of all carpets used in the decoration of stands is mandatory.

6.6. It is expressly forbidden the building of stands in the entire exhibition area of FIL and the use of cutting machines, sanders and spray paint. The stands must be designed and

prepared in such a way that their construction is obtained exclusively by the assembly of their constructive elements.

6.7. It is mandatory to request the power of the electric energy to be installed in the stands and according to the deadline stipulated for the general requisition of services. Subsequent applications may not be accepted

6.8. The exhibitor is responsible for all damages caused by his equipment, products on display, as well as by the actions of his subcontractors, when they cause damage to visitors and other exhibitors.

6.9. Any suspension in the structure of the pavilions requires the express authorization of FIL and can only be executed by the FIL authorised personnel, subject to its own and individual budget. Requests must be made well in advance and are only accepted up to twenty days in advance of the start date of the fair and must be accompanied by a complete project detailing the structures suspended, weight information to be suspended and weight per load point subjected to a verification by the Technical Services of its feasibility.

6.10. The use of walls and any other structural elements of the pavilions for hanging or affixing the exposed products, as well as decorative or constructive elements of the stands is expressly prohibited.

7. Stands projects

7.1. Mandatory elements for the analysis and project approvals:

- i) Quoted blueprints and elevation.
- ii) At least two three-dimensional views.
- iii) Express indication of the technical in charge who is responsible for the constructive soundness of the project.
- iv) In case the stand plans to use any structures in suspension, a project plan should be sent specifying its dimensions, total weight and point load weight.

7.2. Conditions to be met:

- i) All stands with raised floors with a height of more than 7 cm should have an access ramp of at least 90 cm wide and a maximum slope of 8%, in accordance with legal regulations.
- ii) The maximum load supported by the floor is 2,000 Kg/m².
- iii) All projects must receive the Technical Service's approval until 31 January 2019
- iv) Projects submitted for analysis after this date shall pay an analysis fee of € 0.50 + VAT per m²

8. Service requests and FIL's exclusive services.

8.1. The deadline for requesting services is 15 January 2019.

8.2. We would like to stress that any service request made during the assembly, realization of the event and disassembly period is increased by 30% over its base value and is subject to availability by the supplier.

8.3. For reasons of safety, integrity of infrastructure and technical compliance, some services are provided exclusively by FIL Technical Services. Namely:

- i) Electricity supply.
- ii) Water supply and sewage points.
- iii) Supply of compressed air and combustible fluids.
- iv) Installation of gas exhaust systems.
- v) Suspensions from the pavilion's ceilings.
- vi) Safety.
- vii) Load transportation.
- viii) Cleaning services.

8.4. FIL will seek to ensure that the prices to be charged for the exclusive services are in line with the values practised by the market, taking as a reference the prices practised in the main Iberian fairs.

9. Smoke, gases, air compressors and fuels

9.1. The exhibition of any equipment that may emit smoke or vapours which are harmful to health, must have prior authorization from the FIL Services and have installed an appropriate exhaust system.

9.2. The use of air compressors and fuel fluid tanks in stands is not permitted.

10. Load transportation

10.1. Exhibitors must book in advance the cargo handling service they will need for the event and in line with their carriers.

10.2. Exhibitors must book the services according to their real needs and, taking into account that, during the days of the event, they will not be able to take the time already booked by another exhibitor and, if the contracted period is not sufficient, the exhibitor shall have to wait for another available time so that he/she do not affect the work of other and do not cause delays to the services which have been already contracted by other exhibitors.

11. Assembly credentials, exhibitor's credentials and invitations

11.1. Admission and movement at FIL's premises is only permitted by the visible use of a credential card, indicating the stand of the exhibitor in charge and the name of the participant.

11.2. Assembly and disassembly credentials: Stand assembly companies must request, in their own form, sufficient credentials for their personnel in charge of the assembly and disassembly of their stands, being mandatory that the credentials must be used whenever they are in FIL's premises.

11.3. Exhibitor credentials: these are intended for all employees who provide service and support at the exhibition stands. Exhibitors may request to be assigned a specific number.

11.4. The credentials of exhibitors are for personal use only and are non-transferable otherwise they shall be confiscated. It is mandatory that all credentials are visible whenever the participants are at the fair's premises.

11.5. Exhibitors who wish to invite their customers and suppliers to visit their stand may use the invitations issued for this purpose and placed at their disposal.

11.6. Access is only allowed to professional visitors who are fully credentialed either by presenting their professional invitation, which shall be completely filled out, or by purchasing a professional ticket.

11.7. Children under the age of 16 are not allowed to enter the event.

12. Insurance and liabilities

12.1. FIL provides general surveillance services during the assembly, realization and disassembly periods of the event. Exhibitors must ensure the safekeeping of their materials during the periods mentioned above and, if they see fit, they may enter into an agreement for a specific insurance contract for their participation in the event, which should cover situations of theft and robbery.

12.2. It is prohibited to stay at the premises after the daily closing of the event or access to the premises before the time stipulated in the regulation.

12.3. It is compulsory to present a civil liability insurance on the part of the exhibitor that covers the possible material damages and personal injuries caused by their structures, either to the premises of FIL, or to visitors within the premises.

12.4. The provisions of number 5.1 of this regulation shall apply to companies involved in assembly and decoration of stands.

12.5. Profair shall not be liable for exhibitor merchandise that is shipped on your behalf. The exhibiting companies are responsible for their own merchandise, and the packaging must present precise and clear indications about the exhibiting company and its location at the Fair.

13. General cleaning and removal of debris from disassembly

13.1. Profair is in charge of the general cleaning of the common exhibition area.

13.2. The cleaning of the stands is an optional charge for the exhibitors - the cleaning service is a service provided exclusively by FIL.

13.3. The disassembly of the stands and the collection of materials cannot begin before the official closing time of the event and, for safety reasons, shall not be carried out until all visitors leave the premises.

13.4. The disassembly of the stands and collection and removal of exhibited products must be strictly completed within the stipulated deadlines. Failure to comply with the stipulated deadlines shall authorize FIL to remove the materials from the premises, sending them to a place which deems appropriate. Also, FIL shall not be held responsible for any damage caused the said transportation of materials and shall also charge the exhibitor of all fees resulting from the measures taken to remove their materials.

13.5. The premises must be delivered to FIL in the same state in which they were made available to exhibitors. The repair of the damages caused by lack of care or requirements of assembly of stands, as well as the associated expenses, are the total responsibility of the exhibitor.

13.6. Removal of wastes from disassembly is the responsibility of the exhibitor and his assembly company who must leave the pavilion in the same conditions as was made available to them in the first place.

13.7. Failure to remove these materials will be subject to the payment of removal costs according to the rates in force for cleaning services.

13.8. Exhibitors who contract the supply and assembly of a stand must make sure that the stand, after the event, has all the walls clean of any promotional material and in the same conditions in which it was made available to them in the first place.

14. Event's official catalogue

14.1. Profair is in charge of the event's official catalogue.

14.2. Profair shall not be liable for missing or late delivery of the information necessary for the edition of the catalogue.

14.3. Printed advertising may be inserted in the event's official catalogue in accordance with the conditions set forth in the Participation Conditions document.

15. Requirements and penalties

15.1. The stand must remain open during the hours of operation of the event, and the presence of a representative of the exhibitor should be ensured.

15.2. Advertising within the Fair must comply with the International Chamber of Commerce's "Code of Practices in Advertising".

15.3. Advertising (static or dynamic) is not allowed outside the stands, nor anywhere in the venue.

15.4. The following items are prohibited to the exhibitor and are object of sanctions that can go as far as closing the exhibitor's stand:

- i) Non-commercial advertising.
- ii) Advertising that establishes a direct comparison with products from other exhibitors.

- iii) The distribution of publications and/or advertising material outside the respective stands.
- iv) Any advertising that is likely to, in any way, prejudice or disturb exhibitors or visitors.
- v) The placing of signs or objects that exceed the limits of the stand.
- vi) The distribution of gas filled balloons lighter than air.
- vii) Advertising of products other than those presented and/or of other activity than yours.

15.5. The following items must be expressly authorised by Profair in writing:

- i) Tests and contests in the stands.
- ii) The installation of sound equipment in stands, which should not exceed 60 Db.

15.6. Whenever considers appropriate, Profair may organize or authorise collective visits to the event, which will be carried out under Profair's responsibility.

15.7. Profair has an official photographer, whose services may be requested by the exhibitors. The price quotation for the photographic services is solely the photographer's responsibility.

15.8. Profair may reproduce, photograph or film the exhibited products on the stands and use the respective film content for purposes exclusively related to its activity.